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7 October 1954

TO : Chief, Technical Review and Policy Staff
FROM : Chief, Administrative Staff
SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

IO concurrence with proposed Regulation [] "Security Officers" was forwarded to the Regulations Control Staff on 5 October 1954.

25X1

b. Logistics Office Notices and Instructions (continued item)

(1) LI 1-140-1 through LI 1-140-11 "Logistics Office Organization and Functions" have been forwarded to Logistics components for concurrence and comments.

(2) A Logistics Instruction regarding Forms Control within the Office is being coordinated prior to issuance.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Conferences have been held with Procurement and Supply personnel this week in preparation for the Fifth Logistics Support Course.

b. Records Survey (continued item)

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The first draft of the proposed procedure for controlling the consolidated Agency "03" Transportation of Things allotment has been completed and is in process of being reviewed by the Chief of the Technical Accounting Staff, Comptroller's Office. ✓

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d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

No change.

e. Staff Support for the Headquarters Board of Survey (continued item)

No change.

f. FY 1956 Budget Supporting Data (new and completed item)

The Budget and Fiscal Branch provided the Budget Division, Comptroller's Office, with the following schedules and tables which were to be submitted to the Bureau of the Budget as supporting data for the FY 1956 estimates: Work Distribution by Activity, Administrative Costs, and Schedule of Reimbursements and Advancements.

g. Action Indicator for Project [] (new item)

25X1A2G

Procedure for use of an action indicator on routine logistical communications stemming from Project [] is being worked out with WE Division.

25X1A2G

h. Management Survey (new item)

A survey of the Mail and Courier Branch is being conducted to determine the additional staffing necessary in providing for new courier service between Quarters I and []

25X1

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

The on-duty strength for the week ending 6 October 1954 is

25X9A2

(2) Basic Intelligence Course (continued item)

No change.

(3) Logistics Supervisory Training Program (continued item)

Two additional career service meetings in conjunction with this program were held this week. A total of 30 supervisors attended.

(4) Logistics Training Program (continued item)

Mr. [] TSS, began a three week on-the-job training program at [] Warehouse this week.

25X1A9A
25X1A6A

(5) Agency Orientation Course (new and completed item)

Thirty Logistics employees are attending this four day program at the Department of Agriculture auditorium this week.

(6) Applications for Membership in CIA Career Staff (continued item)

Two-thirds of the applications of personnel eligible for the Career Staff have been received.

(7) IO Promotions Resulting from Classification Survey (new and completed item)

Promotion actions resulting from the recent classification survey of the Logistics Office have been received from all Logistics components. All have been reviewed to insure compliance with CIA Regulation [] pointing up those which require exceptions thereto, and coordinating with the Divisions where necessary to obtain clarification of various questions when statements on Personnel Evaluation Reports or other pertinent data available is in conflict with the proposed actions. The promotion actions are being delivered to the Office of Personnel for processing this date.

b. Request for Construction (continued item)

No change.

c. Additional Courier Service (new and completed item)

At the request of [], IO/D, the Mail and Courier Branch is now making a daily pickup each morning at the Dept. of Labor for delivery to the IO/D mail registry, Room 1314 K Bldg. This pickup has been incorporated into the present city delivery run.

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d. Mail and Courier Activities (continued item)**Mail Activities****Increase or decrease
from previous report****Post Office Mail**

Incoming

4145

- 236

Outgoing

7105

/ 232

11,250

- 4

Postage expended

\$ 771.78

- 33.49

Courier Activities

Scheduled courier trips 310

Special courier trips 74

- 22

Inter-Agency mail by courier

Incoming

1457

- 553

Outgoing

2052

/ 491

3509

- 62

e. Outline of Regulatory Issuances for Submission to DD/A (completed item)

Composite outline of regulatory issuances completed and/or being developed by Logistics Office in FY 1955 will be submitted to the DD/A on 8 October 1954. ✓

f. Incentive Award Program (new and completed item)

Two Logistics employees (Supply Division) recently received monetary awards as a result of employee suggestions. Mr. [] 25X1A9A received \$50 for his suggestion regarding the reduction in the types of carbon paper to be stocked; and Mr. [] 25X1A9A received \$25 for his suggestion regarding the eliminating of certain safety hazards from van type trucks.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES**a. Freight Elevator at Tempo. [] (continued item)**

The estimates for the installation of a freight elevator at Tempo [] are being analyzed by the Space Maintenance and Facilities Branch, Real Estate and Construction Division.

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